

(CLASSIFICATION)

OFFICE OF THE DIRECTOR

Action Memorandum No. _____

A-413

Date _____

21 August 1964

TO :

Director of Security

THROUGH: Deputy Director for Support

SUBJECT :


Measures for strengthening the counterintelligence posture

REFERENCE: of the United States

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1. On 5 August 1964 the Director sent to McGeorge Bundy a report on actions taken to implement PFIAB recommendations in the field of counterintelligence. With respect to recommendation Number 7, the Director's letter promised a joint DOD/CIA report "in the near future."

2. Mr. Bundy's reply of 18 August 1964 (copy attached) now asks that this joint report be submitted to Mr. Bundy and PFIAB by 1 October 1964. To meet this deadline, would you please prepare a reply for the Director's signature by 28 September?

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Office of the Executive Director

Attachment

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SUSPENSE DATE: 28 September 1964

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29 Sept. '64

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64-5823

OFFICE OF THE DIRECTOR

Action Memorandum No. _____

A-412

Date _____

21 August 1964

TO : Deputy Director/Support

ATT : Director of Training

SUBJECT : Management Training

REFERENCE:

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1. The recent supervisors' reorientation periods have evoked considerable questions as to management training. I therefore believe it is incumbent upon us to work out a program for management training with specific courses, internal or external, recommended at various levels; for example, one for section chiefs, one for branch chiefs, one for division chiefs, etc. Further, I believe we should have a basic supervisors' course for all individuals when they first enter into a supervisory position, and I would include as a mandatory requirement that this be for new employees being brought into supervisory positions.

2. Could you prepare for me a program for management training with indications as to how this will be fitted into the program of OTR. If this poses manpower and money problems for you, I would be happy to discuss them with a reasonably open mind. Before you commence the preparation of any report, perhaps we should discuss the matter.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

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